

VISIT...

LANZAROTE  
*Caliente*.COM

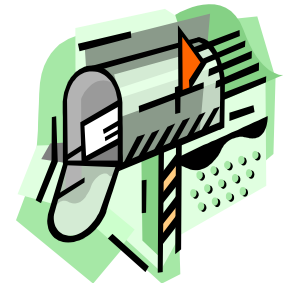
# WHEN WRITING A FRIENDLY LETTER

BE SURE TO:

- ✓ Tell a special friend or relative about what you are doing
- ✓ Make sure your letter has five parts:



|                |              |
|----------------|--------------|
|                | The date     |
| The greeting,  |              |
| The body ..... |              |
| .....          |              |
| .....          |              |
|                | The closing, |
|                | Your name    |



- ✓ Include details to help the reader picture what you are telling about and to make your letter more interesting.

